

A Guide to Montana's Economic Development and Community Development Programs



Revised October 1995

Montana Department of Commerce
Economic Development Division

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FORWARD

In compiling this guide, the Montana Department of Commerce has included a broad overview of basic information highlighting sources of financial and technical assistance available within State, Federal and University System programs. The contact person listed with each program can provide more specific information about individual programs.

Economic Development Division
Montana Department of Commerce
1424 Ninth Avenue
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Helena MT 59620
(406) 444-3814
FAX (406) 444-1872
TDD (406) 444-2978

PART ONE: MONTANA DEPARTMENT OF COMMERCE

ECONOMIC DEVELOPMENT DIVISION

The Economic Development Division is comprised of a variety of programs aimed at improving and enhancing Montana's economic and business climate. Working closely with other department divisions, state agencies, and federal and private programs, the division's aim is to assist start up and existing businesses with the technical and financial assistance necessary for their success. Relationships with local development groups, chambers and similar organizations provide a springboard to help Montana communities develop their full potential.

Regional Development

Under the Regional Development program, the state is divided into five regions (see map, Appendix) with a Regional Development Officer (RDO) assigned to each area. Based at the Department of Commerce office in Helena, the RDOs travel throughout their regions, maintaining contact with local leaders and development organizations, chambers, businesses and other entities to assist in development of local economies. The program serves as an access point to all Commerce Department resources, and other business and community development programs.

Through the Regional Development program, businesses receive individual consulting and group training about financial analysis, financial planning, loan packaging, state and private capital sources, and business tax incentives. The program also works with communities, businesses, and financial institutions to encourage them to use various public-sector programs. These may include Community Development Block Grants, the Job Investment Loan (JIL) program, U.S. Economic Development Administration loans and grants, U.S. Small Business Administration loan guarantees, the Montana Board of Investments' in-state investment funds, Montana Science and Technology Alliance assistance, and the Microbusiness Finance program.

RDOs work closely with the Certified Communities program, which helps local governments and local development groups organize and maintain their community economic development efforts. This program guides cities, towns, counties and tribal governments in preparing community assessments and action plans. It also assists in designing and implementing business recruitment and business development programs. For further information about Certified Communities, contact the RDO in the region of interest. The 46 Certified Communities (see map, Appendix) form a network that can provide information about local development efforts, community profiles and strategic plans, inventories of buildings and property, and expansion and relocation prospects. For a detailed list of Certified Communities and local contacts, call Alene Gorecki or the RDO serving the region of interest.

Economic Development Division
Montana Department of Commerce
1424 9th Avenue (P.O. Box 200501)
Helena, MT 59620-0501

Gary Faulkner (NE Montana)
(406) 444-2832

Gary Morehouse (SW Montana)
(406) 444-3146

Karen Howard (N Central Montana)
(406) 444-4358

Jerry Tavegia (NW Montana)
(406) 444-4378

Gary Mariegard (SE Montana)
(406) 444-4855

Alene Gorecki, Administrative Assistant
(406) 444-3814

Microbusiness Finance

Montana "micro" business companies with less than 10 full-time employees and annual gross revenues under \$500,000 can receive loans of up to \$35,000 from eleven nonprofit regional Microbusiness Development Corporations (MBDCs) certified and funded by the Montana Department of Commerce. For a list of MBDCs, see the Appendix. This loan program is designed to fund economically sound business projects that, because of their small size, are unable to obtain regular commercial financing. Companies must provide a detailed, written business plan and may be required to participate in business training classes. In addition to financing, borrowers receive technical assistance and consulting to help assure their success.

Contact: Lynn Robson, Program Manager (406) 444-4325
Nancy Guccione, Program Specialist (406) 444-4187

Business Location and Recruitment

The Business Location and Recruitment program publicizes and represents Montana to firms considering relocations or expansions in Montana. It also initiates and develops relations with target industries and individual firms, and prepares location data in response to inquiries. The program supplies information about such topics as taxation, labor supply and wages, vendor support, available sites and facilities, and state and local assistance programs. In performing its functions, the location office works closely with local development organizations attempting to recruit new firms.

Contact: Rick Jones, Business Development Manager
(406) 444-4187

CDBG Economic Development Program

The division administers the Community Development Block Grant (CDBG) Economic Development program funding for local development projects. Each year, this federally funded competitive grant program awards approximately \$2.7 million to Montana cities, towns and counties for lending to private business projects. In deciding which projects to fund, the department reviews applications from local governments and selects projects based on several criteria, including project feasibility, economic impact and job creation for low-to-moderate income persons. The CDBG program also administers a \$1.48 million revolving loan fund consisting of federal Economic Development Administration (EDA) and CDBG funds.

Contact: Terry Dimock, Program Manager
(406) 444-2787

Trade Office

The Trade program identifies opportunities for trade, both worldwide and domestically. Providing representation, information and technical assistance, the program helps Montanans pursue those opportunities. The office works to increase Montana's export sales, international tourism and inward investment, serving mainly small and medium-sized firms new to international and national markets. The Trade Office also serves as the protocol and international cultural liaison for the Governor's Office and the Department of Commerce. Contract overseas offices are maintained in Taipei at the Taiwan World Trade Center and in the prefectural offices of Montana's sister state Kumamoto, Japan.

Contact: Mark Bisom, Program Manager
(406) 444-4380

Made in Montana Program

The Made in Montana program, also a focus of the Trade program, works to elevate the status of Montana-made products in the marketplace and to educate Montanans about the diversity of products manufactured in their state. Manufacturers of products having at least 50 percent of their value added in Montana may order full-color Made in Montana logos, decals and hang-tags for display on their goods.

Contact Tami Lanning, Marketing Officer
(406) 444-4392

Business Technical Assistance

Start-up and expanding small businesses are provided a variety of training, technical assistance and information through a network of partnerships with local organizations and federal agencies. Included in this network are the Small Business Development Centers (SBDCs) that are jointly funded by the Montana Department of Commerce and the U.S. Small Business Administration (SBA). This statewide approach to business development improves the effectiveness and efficiency of both state and local business assistance efforts. SBDC service centers are located in Billings, Bozeman, Butte, Great Falls, Havre, Helena, Kalispell, Missoula and Sidney (see Appendix for detailed list). The microloan technical assistance service provides help to clients in rural areas surrounding Lewistown and Great Falls, and all of the state's Indian reservations. The service receives funds through the Department of Commerce and from the federal SBA.

Contact Gene Marcille, SBDC Director
(406) 444-4780

FastTrac Training

With financial assistance from the US WEST Corporation, the division administers Premier FastTrac Entrepreneurial Training programs throughout the state. The programs provide in-depth training to prospective and existing business owners. FastTrac I is a seven or nine-week session designed to assist potential business owners in determining the feasibility of starting a business. FastTrac II is a 12-week session for existing businesses, providing in-depth business planning training.

Contact David Elenbaas, SBDC Projects Coordinator
(406) 444-2463

Licensing Information and Business Advocacy

The Licensing Information and Business Advocacy office provides prospective business owners with assistance and information on state and local licensing requirements for starting and operating a business. The office also acts as an advocate for small businesses, helping them resolve questions, complaints or problems they may encounter in their dealings with state and local governments.

Contact Rebecca Baumann, Licensing Specialist
(406) 444-4109

Small Business Assistance Program

The Montana Department of Environmental Quality's Air Quality Bureau and the Montana Department of Commerce's Small Business Development Center have established a Small Business Assistance program to help small businesses comply with the regulations of the Federal Clean Air Act Amendments of 1990. A variety of small

businesses, including dry cleaners, printing shops and gasoline stations, will need to apply for permits with the Air Quality Bureau as a result of the laws.

The Clean Air Act Amendments require the Air Quality Bureau to issue emission permits to those small businesses which produce between 10 and 25 tons per year of hazardous air pollutants. Each business affected by the regulations will need to provide the bureau with detailed information about the amount and types of its emissions and its methods of monitoring and control.

Contact: Mark Lambrecht, Air Quality Specialist
(406) 444-2960

Census and Economic Information Center

As part of the federal-state cooperative State Data Center and Business/Industry Data Center programs with the Census Bureau, the Census and Economic Information Center specializes in providing census, demographic, economic, business and geographic data and research. Routine information requests, research and analysis on special projects, and technical assistance and training in data access and use are featured by the program. Nearly a one-stop depository of a wide variety of information on Montana, CEIC has data and information on: detailed population and housing characteristics; income and employment; agriculture; retail and wholesale trade; manufacturing, mining, foreign trade data; construction, small area market data, government finances; and more. CEIC supports a statewide 27-member network as a part of the State Data Center program.

Contact: Census and Economic Information Center
(406) 444-2896 or (406) 444-4214
FAX: (406) 444-1518

Division Publications

In order to inform the public and promote Montana businesses to audiences both inside and outside the state, the Economic Development Division produces and distributes several informational publications:

- *Montana Business Licensing Handbook* (free, contact 406-444-4780)
- *Montana Consumer Products Directory* (free, contact 406-444-4244)
- *Montana Manufacturers Directory* (for information, contact 406-444-4244)
- SBDC quarterly newsletter, includes "Montana Statewide Business Training Calendar" (free, contact 406-444-4780)
- "Working Together for Montana's Future" brochure ((free, contact 406-444-3814)
- A variety of information is available from the Trade program downloaded on disk from the National Trade Data Bank (free, contact 406-444-4112)

MONTANA SCIENCE AND TECHNOLOGY ALLIANCE

The Montana Science and Technology Alliance (MSTA) is an investment/economic development program within the Department of Commerce. MSTa provides financing for growing Montana companies, and research and development activities in the state. The nine-member Montana Board of Science and Technology Development, appointed by the Governor, is responsible for making investment decisions.

MSTA's mission is to realize a return on investment of state funds by contributing to Montana's economic development through capital formation, financing business development, and technology research and development, with the goal of commercialization.

Research and Development Financing

Through the Research and Development Financing program, MSTA provides \$11.1 million in matching capital, from the Permanent Coal Tax Trust Fund, for research and development projects at Montana public universities.

Risk Capital Financing

The Alliance's Risk Capital Financing program provides funding for growing Montana companies. To receive MSTA financing, these businesses must meet the MSTA Board's investment criteria and have potential for achieving significant growth, benefitting the state's economy, and providing a substantial return on the board's investment. The Alliance may lend up to \$350,000 in a single financing round, and up to a maximum of \$1.2 million to any one company over time. The MSTA structures all financing as loans. These loans may be convertible to company stock or would otherwise be structured to provide a risk-adjusted return on investment.

The Alliance also makes investments in Montana-based venture capital companies. These companies make investments in Montana businesses and provide the Alliance with a return on investment.

Contact: Ann Welz, Executive Director
Montana Science and Technology Alliance
Montana Department of Commerce
46 North Last Chance Gulch, Suite 2B
Helena, MT 59620
(406) 449-2778

BOARD OF INVESTMENTS

Article VIII, Section A, of the Montana Constitution, requires that the Legislature provide for a unified investment program for public funds. The Legislature, in Section 17-6-201, MCA, established the unified investment program, created the Board of Investments (BOI) and gave the board sole authority to invest state funds in accordance with the laws and Constitution of the State of Montana.

In-state Investment Program

The Montana Board of Investments invests Permanent Coal Tax Trust (Trust) funds in Montana to stimulate the state's economy. State law authorizes the Board to invest up to 25 percent of the Trust to increase employment and business opportunities, while maintaining and improving the state's physical environment. The program has grown from an outstanding loan balance of \$1.08 million at fiscal year-end 1984 to \$69.48 million at fiscal year-end 1995.

This program makes four types of loans available to borrowers and offers an interest rate reduction if the project creates jobs. The job credit interest rate reduction is equal to 0.05 percent for each job created that employs a Montana resident, up to a maximum reduction of 2.5 percent. A total of 428 jobs were created in fiscal 1995, compared to 528 jobs in fiscal 1994.

Federal Guaranteed Loan Program

By purchasing the guaranteed portion of federally backed loans, such as loans guaranteed by the federal Small Business Administration, the Farmer's Home Administration and the Economic Development Administration, this program funds small business loans. Loan proceeds may be used for working capital, inventory, equipment, real property or similar items. At fiscal year-end 1995, this program had \$39.29 million in loan principal outstanding, or 56.54 percent of the total outstanding loan principal.

Business Loan Participation Program

The program funds small business loans by purchasing from the originating financial institution, up to 80 percent of the loan amount. Unencumbered land, buildings and equipment may be financed with the loan proceeds. The financial institutions service the entire loan and receive a servicing fee that varies by individual loan. The board's loan is collateralized proportionally to the board's share of the loan. At fiscal year-end 1995, the program had \$27.13 million in loan principal outstanding, or 39.04 percent of the total outstanding loan principal.

Economic Development Linked Deposit Program

This program offers businesses long-term, fixed-rate financing for working capital, inventory or real property. The board places a long-term deposit at a pre-established rate with the financial institution originating the qualifying business loan. The originating lender assumes all the risk in the loan and is assured of a specific "spread" on its funds for the duration of the loan. At year-end 1995, the program had \$3.07 million in loan principal outstanding, or 4.41 percent of the total outstanding loan principal.

Local Government Infrastructure Loan Program

Authorized by House Bill 602, enacted by the 1995 Legislature, the program offers local governments long-term financing for infrastructure construction/improvements if such expenditures are necessary to accommodate a new or expanded business employing at least 50 full-time, permanent employees. Minimum loan size is \$500,000 and the maximum loan cannot exceed \$10,000 per job created. The board lends directly to the local government rather than participating with financial institutions. At fiscal year-end 1995 the board had committed to lend \$6.0 million under this program.

Contact: Robert M. Pancich, Assistant Investment Officer
Montana Board of Investments
Montana Department of Commerce
555 Fuller Avenue,
Helena, Mt. 59620-0125
(406) 444-0001

Bond Program

The board administers a local government loan program, through which it sells bonds and lends the proceeds to qualified local government entities for a broad variety of projects. Local governments use the program to finance vehicles, equipment and modest real property improvements. Short-term loans to finance cash flow deficits or bridge financing are also available.

Contact: David Ewer, Bond Officer
(406) 444-0001

MONTANA HEALTH FACILITY AUTHORITY

The Montana Health Facility Authority (MHFA) issues revenue bonds or notes to finance or refinance projects involving construction, renovation, or equipment purchases for public or private non-profit health care programs. The MHFA lends its bond proceeds to participating health care facilities at interest rates below those offered by taxable commercial lending institutions, thereby substantially lowering the facilities' borrowing costs. In some instances, however, the MHFA includes commercial lending institutions in the financing to provide credit enhancement or private placement for the bonds. The MHFA may issue its notes and bonds, which are not general obligations of the state, to a single entity or to several participating health care facilities. Eligible health facilities may include hospitals, clinics,

nursing homes, centers for the developmentally disabled or a variety of other health facilities as defined in 50-5-101, MCA

Contact: Jerry R. Hoover, Executive Director
Montana Health Facility Authority
Montana Department of Commerce
555 Fuller Avenue
Helena, MT 59620
(406) 444-5435

LOCAL GOVERNMENT ASSISTANCE DIVISION

The Local Government Assistance Division provides technical and financial assistance to units of local government, grants and administers federal housing, economic development and public-works funds, and insures local political subdivisions' financial compliance. It also provides administrative support to the Montana Coal Board and the Montana Hard Rock Mining Impact Board.

Contact: Newell B. Anderson, Administrator
Local Government Assistance Division
Montana Department of Commerce
1424 Ninth Avenue
Helena, MT 59620
(406) 444-3757

Community Development Block Grant Program

The division administers approximately \$5.5 million of the federally-funded Community Development Block Grant (CDBG) program. Under this competitive grant program, the division awards Montana cities, towns and counties funds to assist them with housing and public-facility projects designed to benefit principally low and moderate-income persons or families. The grant competition for public-facility projects is held in the spring of each year, while applicants for housing projects are submitted each fall.

Contact: Gus Byrom, CDBG Program Manager
(406) 444-3757

Treasure State Endowment Program

The Treasure State Endowment Program (TSEP) is a state-funded program designed to assist local governments in obtaining affordable financing for constructing or repairing drinking water systems, wastewater treatment facilities, sanitary or storm sewer systems, solid waste disposal and separation systems, and bridges. Any incorporated city or town, county or consolidated government, and county or multicounty water, sewer or solid waste management districts are eligible to apply. The program provides matching grants for up to 50 percent of the eligible project development costs. The grant ceiling is \$500,000. Because all TSEP projects must be approved by the Legislature, the grant competition is held on a biennial cycle with applications submitted in June preceding the legislative session. Commerce ranks TSEP project proposals and prepares a list of recommended projects based on ten statutory priorities. Eligible projects include those in support of job creation or business expansion. For the 1998-1999 biennium (1997 Legislature), approximately \$6 million will be available for TSEP funding awards.

Contact: Robb McCracken, TSEP Manager
(406) 444-3757

County Land Planning Grant

The County Land Planning Grant program allocates 0.50 percent of total coal tax revenues to county governments for land planning purposes. Counties may then distribute the funds to local planning boards (including city planning boards) for a variety of local land-use planning activities.

Community Technical Assistance Program

The Community Technical Assistance (CTAP) program

- Provides local government officials, planning boards, development groups, and the private sector with technical assistance in three areas: community planning, land development and public-works financing
- Guides local governments and developers on land surveying laws and procedures
- Administers the County Land Planning Grant program (described above)

Each year, the CTAP staff respond to hundreds of requests for one-on-one technical assistance. For example, the staff has helped many community groups, cities and counties locate and package grants and loans for infrastructure projects such as senior citizen centers, water systems, parks and community centers. CTAP has also developed a public works assistance computer database to help communities locate grants and other financing. The staff routinely assist planners, developers, surveyors and attorneys with land development and surveying problems. CTAP also uses workshops, custom publications and special projects to assist its clients.

Contact: Robb McCracken, CTAP Manager
(406) 444-3757

Local Impact Assistance

Under the Local Impact Assistance program, the Montana Coal Board awards grants and loans to local governments forced to expand public services because of large scale development of coal mines and coal-using energy complexes. Funding choices are based on need, severity of coal impact, availability of funds and the degree of local effort in finding matching funds.

Contact: Newell Anderson
(406) 444-3757

Hard Rock Mining Impact Board

The Hard Rock Mining Impact Act of 1981 requires the developer of a proposed large-scale metalliferous mine to prepare a plan identifying the project's anticipated impacts on local government services, facilities, revenues and expenditures. The impact plan must include a schedule specifying when and how the developer will meet any net increase in local government costs resulting from the project. The Hard Rock Mining Impact Board facilitates the act's overall implementation and, through a formal hearing process, resolves any differences between the developer and the affected local governments concerning the impact plan. The board also administers grant programs for alleviating the local impacts of mine or smelter closures.

Contact: Carol Ferguson, Administrative Officer
(406) 444-4478

MONTANA TOURISM DEVELOPMENT AND PROMOTION DIVISION

The division's Travel Montana program promotes the state domestically and internationally as a year-round vacation destination and location for filming motion pictures and TV commercials. Through its programs, the division strives to increase the number and length of visits by nonresidents, thus generating revenues and jobs for Montana. As part of this effort, tourism staff work closely with other states and provinces, and the private sector to increase the scope of Montana's private tourism-related activities.

Contact: Matthew Cohn, Administrator
Montana Tourism Development and Promotion Division
Montana Department of Commerce
1424 Ninth Avenue
Helena, MT 59620
(406) 444-2654

Consumer Advertising

The Consumer Advertising program favorably positions Montana's vacation opportunities in the minds of prospective travelers. The program targets several types of paid advertising toward the prime travel consumer, thus ensuring that they will consider Montana as a vacation destination. Specific promotions for each season emphasize special activities such as downhill skiing, snowmobiling, cross country skiing, fishing, etc. Additionally, "Invite-A-Friend" promotions encourage Montanans to invite their out-of-state friends and relatives to visit Montana. Travel Montana also cooperates with other state and Canadian provincial tourism offices, and Montana's travel industry.

Consumer Services and Exhibiting

The Consumer Services and Exhibiting program provides prospective visitors with travel planning information and literature about the state. To complement the division's consumer advertising efforts, the program also represents Montana at five selected consumer sport shows. Such representation allows staff to provide potential travelers with persuasive on-site counseling.

Contact: Travel Montana
(406) 444-2654

Consumer Publications

Consumer publications portray in an accurate, dynamic and reader-friendly format the variety of vacation opportunities and attractions available in Montana. With the help of several guides and other specialized publications, potential visitors can confidently choose Montana as their destination.

Contact: Donnie Sexton
(406) 444-2654

U.S. and Canadian Publicity

The U.S. and Canadian Publicity program generates believable and effective exposure for Montana through editorial coverage in national magazines, television shows, and regional and local publications. Under the program, key travel and news media learn about Montana through a variety of sources, including publicity blitzes, writer-familiarization trips, winter and summer calendars of events video distribution and news releases.

Contact: Victor Bjornberg
(406) 444-2654

U.S. and Canadian Group Travel

The U.S. and Canadian Group Travel program promotes Montana's group travel opportunities by marketing them directly to tour operators throughout the United States and

Canada The program stresses Montana's offerings not only as a final tour destination, but also as a scenic stopover for tours passing through the state. Through familiarization trips, trade shows, direct-mail campaigns, paid advertising and personal contact, tour operators experience the year-round appeal of Montana activities ranging from sightseeing to river rafting to skiing. In addition, the program periodically holds group travel workshops to assist members of Montana's travel industry interested in working with the group travel trade.

Convention Promotion

The Convention Promotion program works to strengthen Montana's image among convention and meeting planners nationwide. In cooperation with the Montana Innkeepers Association and with input from convention and visitor bureaus, Travel Montana has designed a comprehensive program to promote meetings and conventions to Montana. Meeting planners nationwide will first receive a four-color image piece, those requesting further information will then get an invitation letter from the Governor and a *Montana Meeting Planners Guide*. Under the "Invite-A-Convention" campaign, a letter from the Governor encourages organizations to contact Travel Montana for a *Convention Kit* and *Convention Planning Guide*.

Contact: MaryEtta Sodja
(406) 444-2654

Overseas Marketing

The Overseas Marketing program aggressively promotes Montana to international travelers--particularly those from the United Kingdom, Germany, Japan, and Taiwan--as an attractive and hospitable U.S. vacation destination. By working with key international tour operators, wholesalers and travel agencies, the program seeks to increase both group and individual travel to Montana and assists Montana suppliers with overseas marketing efforts. International travel trade shows, familiarization tours, paid advertising, brochures, videos and personal contact are but a few of the means Travel Montana uses to accomplish these goals and add Montana to international travel itineraries. In cooperation with the Montana Department of Agriculture, the program also markets Montana's travel-related products and services to the travel trade in Japan and Taiwan.

Contact: Pam Gosink
(406) 444-2654

Industry Services

The Industry Services program provides an array of administrative and support services to consumers and the Montana tourism industry. In particular, the program:

- Publishes the *Montana Travel Update* newsletter to increase in-state awareness of the value and impact of the travel industry
- Uses Superhost training to provide an on-going comprehensive, community-based system for strengthening customer service and improving visitor information resources throughout the state
- Conducts the annual Governor's Conference on Tourism and Recreation, where industry representatives receive marketing tips and research results, and participate in hands-on workshops

The program also oversees the disbursement of funds to Montana's certified tourism organizations. By law, part of the state's accommodations tax reverts back to six non-profit tourism regions and several qualifying cities to help them promote their areas as travel destinations or movie locations.

Contact: Gail Brockbank
(406) 444-2654

Tourism Development

The Tourism Development program coordinates and facilitates cooperative efforts between federal and state agencies and Montana's private tourism industry. As part of its mission, the program provides the private sector with technical assistance on tourism issues and holds workshops to inform the private sector about new state and federal efforts relating to tourism in Montana. Travel Montana is also compiling an inventory of funding options available to private businesses and organizations. The program will continue efforts to improve Montana's system of state and community visitor information centers.

Contact Clint Blackwood
 (406) 444-2654

Film Industry Promotion and Services

The Film Industry Promotion and Services program promotes Montana as a film location and works to build and sustain awareness of the state as a prime filming location. As part of their daily duties, the staff act as liaisons for studios and production companies interested in filming motion pictures and commercials in Montana. In addition to scouting locations and negotiating permits, film office personnel go on location with film crews to serve as consultants and offer technical expertise and assistance. The program also publishes a *Montana Production Guide*, which location scouts, producers, directors and other interested parties use to plan their filming activities in Montana.

Contact Lonie Stimac
 (406) 444-2654

HOUSING DIVISION

HOME Program

The HOME program provides grant funds to eligible local governments and Community Housing Development Organizations for assistance in financing new construction or rehabilitation of individual homes or rental units, tenant based rental assistance, and other eligible activities. Grants are awarded through a competitive process once each year.

Contact HOME Program
 Montana Department of Commerce
 1424 9th Avenue
 Helena, MT 59620
 444-0092

Section 8 Existing Housing Assistance

The Section 8 Existing Housing program works to provide rental assistance on behalf of lower income families and the elderly with decent, safe and sanitary existing rental units. The program operates on a first-come, first-served basis statewide. However, because demand for HUD-authorized units for subsidy exceeds the available supply, the waiting list is extensive. In all instances, an applicant, once certified, must find a rental unit meeting HUD standards. The program then makes rental subsidies to the property owner on behalf of the tenant. Payments are based on unit rent and an established portion (30 percent) of the tenant's adjusted gross income.

Contact George Warn
 (406) 444-2804

Board of Housing

Low Income Housing Tax Credit

This program provides a tax credit to the owner of rental housing when the owner agrees to restrict the rents to a specific formula amount and to rent only to tenants below a maximum income level. The program specifically excludes retirement homes with significant services, as well as nursing homes.

Contact Bruce Brensdal
 Montana Board of Housing
 Montana Department of Commerce
 2001 11th Avenue
 Helena, MT 59620
 444-3040

Single Family Programs

The Board of Housing operates single family home ownership programs, which assist in the financing of the purchase of a home for low and moderate-income Montanans. The board's programs are financed by the sale of tax-exempt bonds, which allows the board to loan the funds at below market rates to qualifying individuals meeting certain annual income and purchase price limitations, as well as owner occupancy restrictions. The board also has targeted single family programs for mobility impaired individuals and a cash assistance program to assist with down payment and closing costs. In July 1995, the board instituted a "Request for Proposal" process to set aside funds received through loan prepayments for targeted programs based on proposals from communities and housing organizations, both for-profit and non-profit.

Contact: Bob Morgan or Meredith Miller
 444-3040

PART TWO: OTHER STATE GOVERNMENT PROGRAMS

MONTANA DEPARTMENT OF ADMINISTRATION

Purchasing

To enhance the state's economy, the Montana Legislature established specialized purchasing policies to aid small businesses and resident Montana firms

Small Business Procurement Set Asides

The Montana Small Business purchasing Act of 1974 helps small businesses obtain a fair portion of state government purchases and contracts for supplies and services. The Act (Section 18-5-301-308, MCA) allows state agencies to designate specific commodities, equipment, or services as small business "set-asides" when they reasonably expect to receive bids from at least three small businesses able to fulfill the contract at a reasonable price. Agencies cannot, however, designate services from registered professionals (accountants, attorneys, architects, etc.) as set asides.

Bidding Preferences

The State of Montana offers "resident" Montana bidders (as defined in Section 18-1-103, MCA) a three-percent preference when bidding on state contracts for goods only. State law also provides a five-percent preference to vendors submitting bids for goods manufactured in Montana. To qualify for these preferences, vendors must file completed "Bidder Affidavit" forms with the Procurement and Printing Division. If they wish to receive the five-percent preference, vendors must also certify their goods' Montana-made status with each bid they submit.

The Procurement and Printing Division determines each vendor's eligibility for a resident preference based on the information he or she provides. The division collects this information on the vendor's "Bidders Affidavit" form as part of the registration process for placement on the central bidders list.

Contact: Procurement and Printing Division
Department of Administration
Room 165, Mitchell Building
Helena, MT 59620
(406) 444-2575

MONTANA DEPARTMENT OF AGRICULTURE

Agricultural Finance Program

The Agricultural Finance program provides rural youth (and rural youth organizations) with direct, lower-interest-rate financing for junior livestock and other agricultural business projects. The program also offers young farmers and ranchers small real estate, equipment or operating loans and finances Farmers Home Administration (FmHA) subordination loans for operating a farm. In addition, the program's Rural Assistance Loan program can provide up to \$25,000 per family to farmers and ranchers who have modest financial investments in agriculture and cannot qualify for commercial loans. Under this financing program, applicants may receive loans for up to 80 percent of the value of their secured property.

Agricultural Marketing Assistance

The Agricultural Marketing program helps Montana's agricultural producers, agribusinesses and value-added processors develop and enhance foreign and domestic markets.

for the state's agricultural products. The program also studies and provides research assistance in transportation and product movement through the state, reports on crop and livestock statistics, and summarizes grain movement data.

Growth Through Agriculture

The Montana Growth Through Agriculture program (MGTA) is administered through the Montana Department of Agriculture by the Montana Agriculture Development Council, which provides program policy. Funds provided MGTA are used for

- Foreign and domestic market-development activities
- Agricultural technological research and transfer
- Seed-capital loans for developing and commercializing new products and processes
- Foreign trade office operations

Contact: Lee Boyer, Chief
Rural Development Bureau
Montana Department of Agriculture
303 N. Roberts (P.O. Box 200201)
Helena, MT 59620-0201
(406) 444-2402

MONTANA DEPARTMENT OF LABOR AND INDUSTRY

Job Training Partnership Act

The Job Training Partnership Act (JTPA) funds employment training and education activities helping economically disadvantaged out-of-school youth with serious multiple barriers to employment by providing job training and other services that will result in increased employment and earnings, increased educational and occupational skills, and decreased welfare dependency. Services are provided to all target groups with special emphasis on youth who are deficient in basic skills, pregnant or parenting teens, youths with disabilities (including learning disabilities) homeless or run-away youths, youth offenders and public assistance recipients. The services are provided to clients in all counties within each Montana Association of Counties (MACO) district. The primary focus of service to JTPA out-of-school youth participants is placement in permanent employment, which enables economic self-sufficiency.

Contact: John Lowney
Job Service Division
Montana Department of Labor and Industry
P.O. Box 1728
Helena, MT 59620
(406) 444-1383

Job Service Offices

The Job Service functions as the chief clearinghouse for State of Montana employment opportunities. It helps match employers with potential employees in private companies, and federal and local government positions as well. Among its programs, the Job Service provides counseling and testing for applicants, alien certification assistance, summer youth employment programs and seminars for employers. Job Service offices are located throughout Montana. Locations are listed in the Appendix.

MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

The Department of Natural Resources and Conservation (DNRC) administers several grant programs for projects to develop and protect water and other natural resources. The Legislature prioritizes these projects and appropriates funds for them.

Reclamation and Development Grant

The Reclamation and Development Grant funds projects that protect and restore the environment from damages caused by mineral development or that meet other crucial state needs. A maximum of \$300,000 is available per project. Other projects may qualify, however, if they enhance Montana's economy, or develop, promote, protect or otherwise further Montana's total environment and public interest. All projects are approved by the Legislature.

Water Development Emergency Grant

The Water Development Emergency Grant funds projects to avert or minimize damages that would be caused by delaying a water-development project. DNRC staff review all applications and the department's director then awards grants if funds are available.

DNRC's Conservation and Resource Development Division has several Renewal Resource Grant and Loan Programs which are listed below.

Governmental Entities

The Conservation and Resources Development Division provides grants and loans limited to \$200,000 to governmental entities. Loans without grants are limited by a local government's ability to pay. Funding is available for all renewable resource projects including water systems, sewer systems, dam rehabilitation, stream stabilization, irrigation, agricultural chemical reduction and timber. The emphasis of the program is to protect and preserve Montana's renewable resources. All projects are approved by the Legislature.

Emergency Grants

The Conservation and Resource Development Division provides emergency grants to governmental entities. Emergency projects are renewable resource projects "that if delayed until legislative approval can be obtained, will cause substantial damages or legal liability to the project sponsor." All projects must be approved by the department.

Private Entities

The Conservation and Resources Development Division provides grants and loans to private individuals, corporations and associations. Grant/loan combinations are limited to \$200,000. Grants may not be greater than 25 percent of project costs. Assistance is available for any water development project. Interest rates are dependent on market rates. Repayments are generally in annual installments and loans are secured by a real estate mortgage.

State Revolving Fund Program

This is a loan program for wastewater systems and is proposed to be used for landfills. The program is co-administered by DNRC and the Department of Environmental Quality (DEQ). This allows communities to obtain loans at four percent to finance these types of infrastructure.

Contact: John Tubbs, Bureau Chief or Anna Miller (406) 444-6668
Resource Development
Montana Department of Natural Resources and Conservation
1520 E. Sixth Avenue
Helena, MT 59620
(406) 444-6668

MONTANA DEPARTMENT OF REVENUE

Montana is one of very few states imposing neither a general sales tax nor a use tax. In addition to this favorable tax climate, Montana also offers specific tax incentives to aid businesses with start-up and expansion.

Property Tax Incentives

- Local-option assessment reductions for new or expanding industries and for certain remodeling projects
- State rate reductions for pollution control equipment, qualified new industries and research and development firms
- Exemptions for business incubators owned and operated by local economic development corporations
- Exemptions for industrial parks owned and operated by local economic development corporations or port authorities
- Exemptions for business inventories and freeport merchandise (merchandise produced outside Montana that is temporarily consigned to a Montana storage facility while in transit through the state)

General Individual Income Tax and Corporation License Tax Incentives

- Corporation license tax wage credit for new or expanding manufacturing corporations producing a product new to Montana
- Five-year exemption from corporation license tax for research and development firms organized to engage in business in Montana for the first time
- Exemption from corporation license tax for domestic international sales corporations (DISCs)
- Exemption from individual income tax and corporation license tax for income received from investments in a small business investment company
- Individual income tax and corporation license tax credits for investing in a certified Montana Capital Company
- Credits and deductions for investing in property used in certain recycling operations and for purchasing recycled material

Natural Resource-related Tax Incentives

- Twelve-month net proceeds tax exemption for new oil and gas production
- Reduced severance tax rates for natural gas stripper well production
- Reduced severance tax rates for oil production from enhanced oil recovery projects
- Eighteen month net proceeds tax exemption for horizontally completed wells

Other Significant Tax Incentives

- Individual income tax or corporation license tax credits for investing in wind-powered electrical generating equipment
- Individual income tax or corporation license tax deductions for expenditures on organic fertilizer produced and used in Montana
- Individual income tax or corporation license tax deductions on income from the sale of land to beginning farmers at less than nine percent interest
- Adjusted gross income for individual income tax does not include 40 percent of capital gains on the sales or exchange of capital assets before December 31, 1986
- Twenty-four month oil and gas severance tax exemptions on production from "new" wells
- Exemption of first three barrels per day of production from oil stripper wells

Contact: Larry Finch Program Manager
Office of Research and Information
Montana Department of Revenue
Sam Mitchell Building, Room 419
Helena, MT 59620
(406) 444-3526

MONTANA DEPARTMENT OF TRANSPORTATION

To enhance the State's public and private transportation efforts, the Montana Department of Transportation (MDT) offers a variety of transportation-related assistance programs

Disadvantaged Business Enterprise

The Disadvantaged Business Enterprise (DBE) office assists and certifies woman-owned (WBE) and minority-owned (MBE) transportation-related firms. Montana has an annual 10 percent DBE goal. Firms owned and operated by minorities and/or women may apply for certification from MDT as a DBE and will be listed in the DBE directory, which is updated weekly and is accessible by computer via a modem. Instructions can be obtained by calling either (406) 444-5215 or (406) 444-6337. Monitoring of all awarded contracts is done to assure compliance with all MDT programs.

Contact: Misty Hammerbacker, DBE Program Specialist
Civil Rights Bureau/DBE
Montana Department of Transportation
2701 Prospect Avenue (P.O. Box 201001)
Helena, MT 59620-1001
(406) 444-6337
FAX: (406) 444-7685
TDD: (406) 444-7696

Transportation Planning Division

Community Transportation Enhancement Program (CTEP)

The program provides special federal highway funds for transportation enhancement projects in communities across Montana. Funds are allocated by a per capita formula to all 56 counties and incorporated cities with populations of 1,000 or more. City and county commissioners are responsible for project selection and matching funds. In most cases, CTEP funds are administered by MDT and not sent directly to local governments. Eligible projects include bicycle/pedestrian facilities, landscaping, rehabilitation and operation of historic transportation buildings, structures or facilities, mitigation of water pollution due to highway runoff, and projects in other transportation-related categories. All projects are approved by the Montana Highway Commission, and are designed and constructed to federal and state standards.

Contact: Ed Hedlund
(406) 444-0809

Urban Highway System Construction Program

Under the program, federal and state funds are provided for construction and reconstruction projects on Urban Highway System routes in Montana's 14 urban areas. Funds are distributed by a per capita formula and projects are selected by local officials.

Urban Transportation Planning

The program provides financial and staff assistance for transportation planning in Montana's 14 urban areas. Assistance includes funds for ongoing local planning responsibilities such as travel forecast modeling and urban transportation plan development in Billings, Great Falls and Missoula.

Planning Assistance Program

Federal Transit Administration (FTA) funds assist urban and non-urban areas to plan, develop and improve public mass transportation systems. Eligible activities include planning, engineering, designing and evaluating of urban and non-urban mass transportation projects, and development of regional transportation plans and other technical studies. Section 8 funds are allocated by MDT to Billings, Great Falls and

Missoula for planning. Section 25(A) (2) funds are used by MDT for regional and statewide planning activities.

Contact: Ross Tervo
(406) 444-3445

Section 3 Capital Assistance

The program provides capital for modernization, construction and extension of new fixed guideway systems, bus and bus-related equipment, and transportation construction projects in urban and non-urban areas

Section 16 Capital Assistance

Under the program, Section 16 FTA grants are provided to address transportation needs of the elderly and persons with disabilities where public transportation services are unavailable, insufficient or inappropriate. Eligible expenditures include rolling stock, communication equipment and computers. Private non-profit agencies and organizations serving the elderly and/or disabled may apply for these grants

Non-urbanized Public Transportation

FTA funds are used to enhance access of residents in areas under 50,000 in population for health care, employment, public services and recreation, and education. Funds may be used for planning, capital improvements, operating expenses and administrative assistance.

Contact: Janis Winston
(406) 444-4210

Save Our Secondaries Program

The Save Our Secondaries (SOS) program provides state Reconstruction Trust Fund money for minor pavement preservation projects on Secondary Highway System roads throughout Montana. Projects are nominated by county commissions. The project selection, design and construction are the responsibility of MDT. SOS funds may be used only for projects such as overlays, and seal and covers (chip sealing) on paved secondary roads. Construction and reconstruction projects are not eligible for SOS funds.

Secondary Highway System Construction Program

The program provides federal and state funds for construction and reconstruction projects on Secondary Highway System routes. Funds are allocated by formulas and project priorities are set by county commissions.

Contact: Gary Larson
(406) 444-6110

Aeronautics Division

Aeronautical Loan Program

The program provides loans to local governments and state agencies for aeronautical purposes, including airport improvement.

Aeronautical Grant Program

Under this program, grants are provided to municipalities for airport development or improvement. It also provides navigational aids, safety improvements, weather reporting services, and other aeronautical services for Montana's airports, landing fields, and airways.

Surplus Property Assistance Program

The program assists community airport operators in locating and purchasing surplus airport maintenance equipment. This allows airport sponsors to upgrade facilities and services at considerable savings.

Contact: Redge Meierhenry
(406) 444-2506

VOCATIONAL TECHNICAL EDUCATION

The State of Montana offers public-secondary and post-secondary vocational-technical education for Montanans of all ages who want to develop their occupational skills. Various programs throughout the state train and retrain students who want to enter the job market with relevant basic skills, employees who want to maintain and upgrade their present abilities, and people who want to learn different skills in order to change careers. Depending on the situations, students may pursue full-time or part-time programs in communication, business, marketing, agriculture, health, electronics, mechanics or food service. Because of the close working relationships instructors and administrators maintain with business and industry representatives, programs remain current and relevant so students can best prepare for a dynamic labor market.

Contacts: Jim Burns (Secondary)
Office of Public Instruction
1300 11th Avenue
Helena, MT 59620
(406) 444-4437

Jane Karas (Post-secondary)
Commissioner of Higher Education
2500 Broadway
Helena, MT 59620
(406) 444-6570

PART THREE: UNIVERSITY SYSTEM PROGRAMS

MONTANA STATE UNIVERSITY

University Technical Assistance Program

Montana State University's University Technical Assistance Program (UTAP) provides technical engineering and managerial assistance to Montana manufacturers unable to hire professional consultants. Through such services, UTAP works to improve the health of Montana's businesses, thereby creating new jobs and improving Montana's economy.

Short-term Technical Assistance

UTAP assists eligible companies by transferring technological information and offering them technical assistance in a number of areas. In some cases, UTAP staff assist clients by providing them with on-site analysis and consultation, technical training or in-house assistance for major problems. In other instances, UTAP may simply offer clients access to technical publications or refer them to other resources.

Areas of short-term technical assistance include but are not limited to: manufacturing management audits, product costing and control, total quality management, production process design, computer systems requirements, material and scrap control, capacity planning, manufacturing feasibility assessment, benefit/cost analysis, make/buy analysis, equipment justification, facility layouts, automation assistance, productivity improvement, methods analysis and inventory analysis.

Computerized Data Search

Through its affiliation with NASA, UTAP has access to over 400 national databases and 300 government laboratories and research centers. UTAP uses these resources to help businesses work with research specialists to find the latest published information on technical problems.

Contact: Gloria Zimmer, Technical Services Coordinator
University Technical Assistance Program
402 Roberts Hall
Montana State University
Bozeman, MT 59717
(406) 994-3812

Montana State University Extension Service

With its 53 county offices serving as statewide referral centers, the MSU Extension Service provides Montana businesses and communities with current, reliable information in the areas of agriculture, home economics, 4-H in Youth and community development. The service's community development program includes educational programs and materials on a number of subjects: community economic analysis, goal setting, program planning, organization maintenance, economic development strategy selection, and small and home-based business management for small and declining communities. The Extension Service also coordinates a six-part series of workshops on starting or expanding a business and provides video tapes on community economic development strategies and small business management.

Contact: Dave Sharpe, Community Development Specialist
Cooperative Extension Service
409 Linfield Hall
Montana State University
Bozeman, MT 59717
(406) 994-5608

Local Technical Assistance Program

The Montana Local Technical Assistance Program (LTAP) helps local Montana agencies improve roads and bridges by sharing and disseminating technical information. In doing so, the program not only improves Montana's transportation system, but also helps promote efficient use of local agencies' scarce resources. A cooperative venture, LTAP receives funding from the Federal Highway Administration (through the Montana Department of Transportation), Montana State University and a portion of Montana's gas tax revenues. The LTAP Transportation Center is located in the Department of Civil and Agricultural Engineering at Montana State University.

Contact: Steven V. Jenkins, P.E.
Department of Civil Engineering
202 Cobleigh Hall
Montana State University
Bozeman, MT 59717-0390
(406) 994-6100

Small Business Innovative Research Grants (SBIR)

Information and assistance is available through several offices in the state, including Montana State University's Center for Economic Renewal and Technology Transfer (CERTT), the University Technical Assistance program, Montana Business Connections at the University of Montana and the state's network of Small Business Development Centers. Federal agencies award SBIR funds on a competitive basis to qualifying small businesses capable of developing products and technologies the agencies need. Through the SBIR program, both the agencies and small businesses benefit, and opportunities exist for the companies to subsequently commercialize new products and technologies.

Contact: CERTT Office
304 Montana Hall
Montana State University
Bozeman, MT 59715
(406) 994-6240

Center for Biofilm Engineering

The Center for Biofilm Engineering (CBE) is an interdisciplinary research department within the College of Engineering. It is one of 21 National Science Foundation-funded Engineering Research Centers nationwide. The CBE is committed to advancing the basic knowledge, technology and education required to understand and control biofilm processes. Results of basic and applied biofilm engineering allow U.S. industry to reduce the rising costs of biofouling and corrosion, and to increase the efficiency of industrial environmental biotechnology systems. The CBE collaborates with an Industrial Associates Committee composed of representatives from the specialty chemical, drinking water, home and personal, and oil industries. Researchers and students work with Montana and regional companies to apply CBE technologies.

Contact: Center for Biofilm Engineering
409 Cobleigh Hall
Montana State University
Bozeman, MT 59717-0398
(406) 994-4770
cbenews@erc.montana.edu
<http://www.erc.montana.edu>

Research and Development Institute, Inc.

The Research and Development Institute is a non-profit corporation founded to assist Montana State University and its faculty in fulfilling their research mission. The institute accomplishes this task by obtaining private funding to support general and specific research at the university, and by

making grants to support research projects. It also helps obtain research equipment, and assists in evaluating, patenting, and commercializing technology that university research helps develop.

Contact: Research and Development Institute, Inc.
1711 West College
Bozeman, MT 59715
(406) 587-4479

UNIVERSITY OF MONTANA

Montana Business Connections: The Entrepreneurship Center

Montana Business Connections: The Entrepreneurship Center (formerly the Montana Entrepreneurship Center) is a cooperative effort of Montana organizations facilitated by the Montana University System. Drawing from a comprehensive electronic database, center staff serve to link businesses with appropriate financial and technical-assistance resources from throughout the public, private and university sectors. The center also administers the Montana Private Capital Network, which introduces entrepreneurs to individual investors seeking early-stage investments in Montana businesses. Regional offices are located on campuses in Missoula, Bozeman and Billings, and affiliate offices on campuses in Butte, Havre and Dillon.

Contact: John Balsam, Missoula Regional Director
Bob Campbell, Business Resource Director, Electronic Services
Suite 204 McGill Hall
University of Montana
Missoula, MT 59812
(406) 243-4009
FAX: (406) 243-4030

Ann Keenan, Bozeman Regional Director
Montana Hall
Montana State University
Bozeman, MT 59717
(406) 994-2024
FAX: (406) 994-4152

Dave Krueger, Billings Regional Director
Cisell Hall
Montana State University-Billings
Billings, MT 59101
(406) 657-2813
FAX: (406) 657-2327

Business Resource System (online databases)
Via modem: 8 data bit, 1 stop bit, no parity
v1100 emulation, (406) 243-4034
Via Internet: telnet brs mbc umt.edu
Via WWW: http://www.mbc.umt.edu

Bureau of Business and Economic Research

As the research branch of the University of Montana's (UM) School of Business Administration, the Bureau of Business and Economic Research serves the general public as well as business, labor and government by providing an understanding of the economic environment in which Montanans live and work. To fulfill this mission, the bureau regularly participates in such activities as

economic forecasting, forest product industry analysis, survey research and data collection. The bureau has pursued research in business and economics for more than 30 years.

Contact: Paul E. Polzin
Bureau of Business and Economic Research
School of Business Administration
University of Montana
Missoula, MT 59812
(406) 243-5113

School of Forestry

Montana Forest and Conservation Experiment Station

The Montana Forest and Conservation Experiment Station (MFCES) at the University of Montana School of Forestry conducts research and distributes information about the state's forests and related resources (wildlife, range, water and recreation). Additional research on all aspects of natural-resource management receives funding from grants, contracts and cooperative agreements with private organizations and state and federal agencies.

Contact: Perry J. Brown, Director
Montana Forest and Conservation Experiment Station
University of Montana
Missoula, MT 59812
(406) 243-5522

The Wilderness Institute

With its file collection and computerized databases of Montana's wilderness areas and wild rivers, the University of Montana School of Forestry's Wilderness Institute serves as an information clearinghouse on the state's wilderness resources. The institute uses the information to assist public and private organizations in evaluating wilderness resources, measuring wilderness use and assessing the impact of humans on wilderness. The Wilderness Institute also sponsors educational programs, performs field studies and conducts research.

Contact: Alan McQuillan, Director
The Wilderness Institute
School of Forestry
University of Montana
Missoula, MT 59812
(406) 243-5361

Institute for Tourism and Recreation Research

The Institute for Tourism and Recreation Research (ITRR) administers the legislatively established University Travel Research program. The mission of the institute is to help both public and private segments of Montana's tourism and recreation industry make informed decisions about planning, marketing, development and management.

Contact: Norma Nickerson, Director
Institute for Tourism and Recreation and Research
University of Montana
Missoula, MT 59812
(406) 243-5686

MONTANA TECH OF THE UNIVERSITY OF MONTANA

Montana Bureau of Mines and Geology

As part of Montana Tech, the bureau is Montana's state geological survey. As such, it provides technical information to anyone seeking data on geology, mines and minerals, ground water quality and availability, and energy resources.

Contact: Dr. John C. Steinmetz, Director and State Geologist
Montana Bureau of Mines and Geology
1300 West Park Street
Butte, MT 59701-8997
(406) 496-4180

Montana Tech Research and Information Facilities

As part of its mission, Montana Tech actively engages in all aspects of minerals research, energy, and the related areas of science, technology and economic development. In order to pursue these goals, assist Montana's businesses and improve the state's economy, the school shares its resources, facilities and findings with Montana's private industry.

Center for Advanced Mineral Processing

The Center for Advanced Mineral Processing (CAMP) is a Montana Center of Excellence. The center provides a multi-disciplinary, technological infrastructure for the enhancement of the state's mineral wealth. The center is an interface for combining the research capability of the Montana University System and the state's industrial partners to promote a vital resource industry and develop and maintain the requisite knowledge for optimal utilization of Montana's mineral wealth.

Montana Tech Research Center

Located in Butte's Industrial Park, the Montana Tech Research Center provides space and facilities for pilot-scale research and demonstration projects. Firms with mining, energy, waste technology, and biotechnology emphases currently use six research laboratories for collaborative efforts between industry and the college.

Faculty Research

The graduate research faculty carry out a wide variety of applied research programs involving both undergraduate and graduate students. This research mixture contains major efforts in mineral processing, energy, geochemistry, environmental remediation, ecology and natural resources. The research is sponsored by a combination of federal, state and private sources with current contract volume in excess of \$9,000,000 and annual expenditures approaching \$4,000,000.

Montana Tech Patent Depository Center

The Montana Tech Library hosts a regional U.S. Patent Depository Center that actively serves entrepreneurs and inventors from Montana, Wyoming, the Dakotas and Canada. Currently, the center assists the public in patent searches and in pursuing the patenting process. As it grows, the center will also offer workshops and additional support services to individual inventors, technological research companies, patent attorneys and other entities.

Montana Tech Government Document Depository

As a designated partial depository for U.S. Government documents, the Montana Tech Library provides the most current government documentation of specific agency regulations, research findings, and other legislative and executive actions relevant to the school's mission.

Start-up and established companies use these materials to assure their compliance with government guidelines and to remain current with nationally-based standards of technology development. The library also houses the Administrative Record File for Superfund Sites.

Contact: Dr. Joseph F. Figueira
Dean of Research and Graduate Studies
Montana Tech of the University of Montana
Butte, MT 59701
(406) 496-4102
FAX: (406) 496-4334

WESTERN MONTANA COLLEGE OF THE UNIVERSITY OF MONTANA

Tourism and Recreation Program

To help support Montana's tourism and commercial recreation industry, Western Montana College's (WMC) Tourism and Recreation program offers degree programs in this academic discipline. The program also provides informational resources such as library materials, professional workshops and seminars, extension courses, and advisement assistance. WMC's Business and Technology Division sponsors the program

Contact: John W. Bailey
Assistant Professor of Tourism and Recreation
Western Montana College of the University of Montana
710 South Atlantic
Dillon, MT 59725

PART FOUR: FEDERAL GOVERNMENT PROGRAMS

U.S. SMALL BUSINESS ADMINISTRATION

The U.S. Small Business Administration (SBA) offers companies direct and indirect technical assistance for various problems and needs. To be eligible for SBA assistance, companies must meet federal size and income standards.

U.S. Small Business Administration Financing

The SBA provides loan guarantees, technical assistance and individualized counseling to Montana's small business community. To be eligible for SBA assistance, companies must meet federal size and income standards.

SBA business "loans" are actually guarantees on loans made by private lenders. The maximum loan amount is \$750,000. For current information, contact SBA. SBA guarantees 90 percent on loans up to \$155,000 and 85 percent on loans over \$155,000 up to a 10 year term and 75 percent if over 10 years. For these loans, the lender sets the interest rate (though SBA imposes some limits), and the term cannot exceed 25 years. Loans for working capital, however, seldom exceed seven years. Borrowers may use term loans for any worthwhile purpose, although SBA generally prefers to guarantee loans for fixed assets. Guaranteed revolving line of credit loans are available for working capital under the CAPLine program. CAPLine also includes Contract loans.

Surety Bond Guarantee

The Surety Bond Guarantee program allows SBA to guarantee up to 90 percent of the losses a qualified surety may incur in issuing bid, payment, or performance bonds on contracts valued up to \$1.25 million. The contract may be used for construction, supplies or services. SBA's Denver, Colorado, office administers this program, however, information may be obtained from the Helena District office.

SBA Physical Damage Disaster Loans

When the President or the SBA Administrator declares a specific area to be a disaster area, affected homeowners, renters, and businesses may receive SBA Physical Damage Disaster Loans. Borrowers may use these loans to help repair or replace damaged or destroyed homes, personal property, and business. The loan amount covers what insurance will not.

Low Documentation (LowDoc)

The LowDoc program was created to streamline the loan application process for loans of \$100,000 or less. Approval is based on character, credit and business experience. The application form is one page with the lender completing one side and the applicant the other. The applicant must still provide financial and other information as required by the lender to approve the loan.

Contact	Ronald S. Zeiler U.S. Small Business Administration Federal Office Building 301 South Park, Drawer 10054 Helena, MT 59626 (406) 449-5381
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Local Development Company Loans

Citizens groups wishing to improve their local economies may receive Local Development Company Loans under the SBA 502 program. Development companies may use the loans to assist specific small businesses in acquiring land, facilities, machinery and equipment.

The SBA guarantees 90 percent on loans up to \$155,000 and 85 percent on loans over \$155,000, up to a guaranteed limit of \$750,000. Most SBA business "loans" are actually guarantees on loans made by private lenders.

Certified Development Company

The Certified Development Company (504 Corporation) program helps communities by stimulating small business growth and expansion within a defined area of operation. Through this program, the SBA authorizes certified development companies to sell 100 percent SBA-guaranteed debentures to assist specific small businesses.

Contact: Ronald S. Zeiler
(406) 449-5381

Service Corps of Retired Executives

Through its Service Corps of Retired Executives (SCORE), SBA draws on the experience and resources of past and present managers to assist the small business community. They help small business managers and owners solve their operating problems through individualized counseling.

Contact: Byron Roberts
(406) 449-5381

Government Contracting and Minority Enterprise Development

The Government Contracting Division of SBA has procurement specialists who counsel small businesses in preparing bids and obtaining prime government contracts and subcontracts. Procurement assistance specialists direct small businesses to government agencies that purchase products and services, help place their names on bidders lists and assist them by explaining government specifications for proposed purchases.

The SBA also matches buyers with sellers, referring qualified small businesses to federal prime contractors, and helping federal agencies and private contractors direct government subcontracts to small businesses. The agency also monitors federal agencies' contract awards to small businesses.

To be eligible for SBA assistance, companies must meet federal size and income standards.

Contact: Millie Simon
U.S. Small Business Administration (Utah office)
(801) 777-4150

Minority Enterprise Development Division

The Minority Enterprise Development Division provides minority small businesses with management and technical assistance for business development and growth. Procurement information and specialized training workshops are scheduled throughout the year.

8(a) Program

The program is a nine-year business development program for minority-owned businesses. In addition to management and technical assistance, the SBA enters into contracts with federal agencies to assist in the development of 8(a) participating firms.

7(j) Management and Technical Assistance Program

The program provides professional consulting services to minority-owned firms based on their particular needs. Individual assistance is provided in such areas as production and manufacturing, accounting, computerization and marketing.

Contact: Mary Conway-Jepsen
(406) 449-5381

International Trade Assistance

The SBA provides an export revolving line of credit under a loan guarantee program to assist businesses in exporting their products and services abroad. The agency also has an International Trade Loan program which offers assistance to eligible small businesses engaged in international trade for upgrading plants and equipment.

Contact: Ronald S. Zeiler
(406) 449-5381

Montana Rural Development Council

The Montana Rural Development Council (MT RDC) is a cooperative project of existing development organizations consisting of private for-profit and non-profit, and local, tribal, state and federal agencies. Part of a nationwide initiative involving 38 states, the council: 1) negotiates changes in federal/state policies and regulations that allow programs to work effectively; 2) brings different levels of government together with the private sector on projects requiring joint action; and 3) provides a forum for its partners to discover both roadblocks and opportunities for collaboration in order to devise appropriate responses.

Contact: Gene Vuckovich, Executive Director
Montana Rural Development Council
118 E. Seventh, Suite 2A
Anaconda, MT 59711
(406) 563-5259
FAX: (406) 563-5476

REA Loan and Grant Program

The Rural Electrification Administration (REA) provides loan and grant monies to REA borrowers (local Rural Electric Cooperatives [RECs]) for relending to projects promoting rural economic development and job creation. Local RECs may use the proceeds of these loans and grants to fund such diverse projects as business incubators, business expansion, industrial development parks and new businesses. Under the program, rural electric cooperatives submit project proposals to the REA administrator. The REA then compares the competitive proposals based on such criteria as supplemental funds, job creation, sponsorship, location and other economic and demographic factors. These loans and grants range in size from \$10,000 to \$100,000.

Contact: Any local Rural Electric Cooperative
or Jay Downen
U.S. Department of Agriculture
P.O. Box 1306
Great Falls, MT 59403
(406) 661-8333

Bureau of Indian Affairs (BIA) Financial Assistance for Indian Economic Development Projects

Under the Indian Financing Act, Indian tribes and individuals may receive loans and grants to finance various economic development projects and business ventures. The Indian Revolving Loan Fund lends up to \$350,000 for economic enterprises that will contribute to an Indian reservation's economy. The Indian Loan Guarantee Fund provides Indian-owned businesses with loan guarantees of up to \$5.5 million for tribes or organizations and \$500,000 for individuals. The Indian Business Development Grant program provides seed capital for profit-making businesses on or near federal Indian reservations. The maximum grant is \$100,000 for individuals and \$250,000 for tribes.

Contact: Deanna Comeau, Area Loan Specialist
Billings BIA Area Credit Office
316 North 26th Street
Billings, MT 59101
(406) 247-7963

Rural Economic and Community Development (RECD)

Programs that are a part of the U.S. Department of Agriculture-Rural Economic and Community Development mission area are administered through three rural development services

Rural Business and Cooperative Development Service (RBCDS)

RBCDS programs provide financial assistance, business planning, technical assistance, research, education and information to cooperative and rural business through public and private community-based organizations

Contact: John Guthmiller
RECD - RBCDS
P.O. Box 850
Bozeman, MT 59771
(406) 585-2507

Rural Utilities Service (RUS)

RUS programs help build the infrastructure needed to provide rural residents with modern telecommunications, electricity, water and waste disposal through loans and grants

Contact: Mitchell Copp
RECD - RUS
(406) 585-2520

Rural Housing and Community Development Service (RHCDS)

RHCDS provides funding for community facilities and safe, sanitary and affordable housing for rural residents.

Contact: Mary Lou Falconer
RECD - RHCDS
(406) 585-2515

Appendix

Certified Microbusiness Development Corporations (MBDCs)

(Montana Department of Commerce)

District III Human Resource
Development Council, Inc.
Capital Opportunities
P O. Box 2016
Billings, MT 59103
(406) 248-1338

Bear Paw Development Corporation of
Northern Montana, Inc.
P O Box 170
Havre, MT 59501
(406) 265-9226

Capital Opportunities of Bozeman
321 E. Main Street, Suite 300
Bozeman, MT 59715
(406) 587-4486 (x993 or x150)

Capital Opportunities of Kalispell
P O Box 8300
Kalispell, MT 59904-8300
(406) 752-6565

Opportunities, Inc.
P O Box 2289
Great Falls, MT 59403
(406) 761-0310

Montana Western Region
Development Group, Inc.
127 North Higgins
Missoula, MT 59802
(406) 543-3550

District VI Human Resource
Development Council, Inc.
Capital Opportunities
300 First Avenue N., Suite 203
Lewistown, MT 59457
(406) 538-7488

Montana Women's Capital Fund, Inc.
302 N. Last Chance Gulch, Suite 402
P O Box 271 (59624)
Helena MT 59601
(406) 443-3144

Headwaters RC&D Area, Inc.
305 W. Mercury Street, Suite 211
Butte, MT 59701
(406) 782-7333

PhilCo Economic Growth Council, Inc
P O Box 1637
Malta, MT 59538
(406) 654-1776

Action for Eastern Montana
111 West Bell
Glendive, MT 59330
(406) 365-3364

Small Business Development Center Regional Service Centers

(Montana Department of Commerce)

Helena
SBDC Program Center
Montana Department of Commerce
1424 Ninth Avenue
Helena MT 59620
(406) 444-4780

Havre
Havre SBDC
Bear Paw Development Corporation
P O Box 1549
Havre MT 59501
(406) 265 9226

Billings

Billings SBDC
Montana Tradeport Authority
2722 3rd Avenue, #300W
Billings, MT 59101
(406) 256-6875

Kalispell

Kalispell SBDC
Flathead Valley Community College
777 Grandview Drive
Kalispell, MT 59901
(406) 756-3833

Bozeman

Bozeman SBDC
Gallatin Development Corporation
215 Mendenhall
Bozeman, MT 59715
(406) 587-3113

Missoula

Missoula SBDC
MT Western Region Econ Dev Group
127 N Higgins, 3rd Floor
Missoula, MT 59802
(406) 728-9234

Butte

Butte SBDC
Rural Economic Development Incubator
305 West Mercury, Suite 211
Butte, MT 59701
(406) 782-7333

Sidney

Sidney SBDC
Eastern Montana RC&D
123 West Main
Sidney, MT 59270
(406) 482-5024

Great Falls

Great Falls SBDC
High Plains Development Authority
P.O. Box 2568
Great Falls, MT 59403-2568
(406) 454-1934

Job Service Offices

(Montana Department of Labor and Industry)

Anaconda

307 East Park
Anaconda, MT 59711
(406) 563-3444

Hamilton

333 Main Street
Hamilton, MT 59840
(406) 363-1822

Billings

624 North 24th Street
Billings, MT 59101
(406) 248-7371

Havre

416 First Street
Havre, MT 59501
(406) 265-5847

Bozeman

121 North Willson
Bozeman, MT 59715
(406) 586-5455

Helena

715 Front Street
Helena, MT 59601
(406) 449-6006

Butte

206 West Granite
Butte, MT 59703
(406) 782-0417

Kalispell

427 First Avenue East
Kalispell, MT 59901
(406) 752-5627

Cut Bank

20 South Central
Cut Bank, MT 59427
(406) 873-2191

Lewistown

300 First Avenue North
Lewistown, MT 59457
(406) 538-8701

Dillon

730 North Montana
Dillon, MT 59725
(406) 683-4259

Glasgow

238 Second Avenue South
Glasgow, MT 59230
(406) 228-9369

Glendive

211 South Kendrick
Glendive, MT 59330
(406) 365-3314

Great Falls

1018 7th Street South
Great Falls, MT 59405
(406) 761-1730

Polson

417 Main Street
Polson, MT 59860
(406) 883-5261

Shelby

402 First Street South
Shelby, MT 59474
(406) 434-5161

Sidney

120 South Central
Sidney, MT 59270
(406) 482-1204

Lincoln County

317 Mineral Avenue
Libby, MT 59923
(406) 293-6282

Livingston

228 South Main
Livingston, MT 59047
(406) 222-0520

Miles City

12 North 10th Street
Miles City, MT 59301
(406) 232-1316

Missoula

539 South Third Street West
Missoula, MT 59806
(406) 728-7060

Thompson Falls

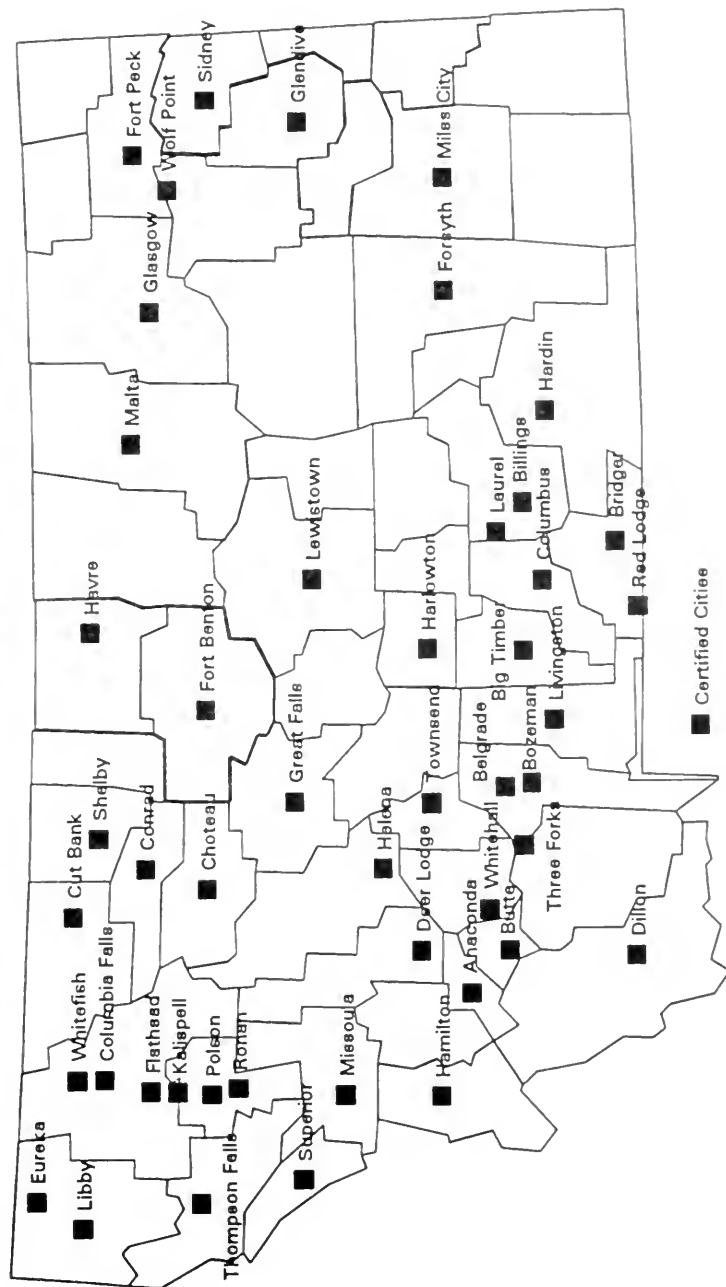
608 Main Street
Thompson Falls, MT 59873
(406) 827-3472

Wolf Point

217 3rd Avenue South
Wolf Point, MT 59201
(406) 653-1720

3.3

MONTANA CERTIFIED CITIES



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